

COMSCINST <b>1601.2L</b>	COG CODE <b>N3/5</b>	DATE <b>28 JUL 97</b>
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**DEPARTMENT OF THE NAVY**  
 COMMANDER MILITARY SEALIFT COMMAND  
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COMSCINST 1601.2L  
 N3/5  
 28 July 1997

## COMSC INSTRUCTION 1601.2L

Subj: WATCH ORGANIZATION AND QUALIFICATION REQUIREMENTS FOR  
 THE MILITARY SEALIFT COMMAND COMMAND CENTER

Ref: (a) COMSC Reinvention Implementation, February 1996  
 (b) Command Center Job Qualification Requirements (JQR)

Encl: (1) Command Center Training Curriculum Outline

1. Purpose. To establish the organization and procedures for maintaining watches in the Military Sealift Command (MSC) Command Center and to provide standard guidance and supporting reference for the qualification and certification for MSC Command Center watchstanders. This is a complete revision and should be read in its entirety.

2. Cancellation. COMSCINST 1601.2K.

3. Background. The Command Center serves as MSC Headquarters' central location for the timely receipt, display and dissemination of daily operational data. It also provides a single point of contact for coordinating and monitoring actions in response to incoming operational tasks and requirements. Recent changes in the MSC organization, outlined in reference (a), and stand up of the Joint Mobility Control Group by U.S. Transportation Command has necessitated a change in the function and scope of the Command Center. Proper training, qualification and certification of watchstanders is essential in providing standardization, professional competency and consistency in the Command Center. Requiring all watchstanders to meet the same qualification criteria is vital to ensuring a minimum standard level of knowledge is attained, thus providing consistency throughout the watch organization. Standardization of the training and certification process will assure that MSC watchstanders will have been properly indoctrinated with the skills necessary to stand watch in the Command Center in a professional and consistent manner.

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4. Responsibilities

a. Senior Watch Officer (SWO). The Director of Operations and Plans (N3/5) shall be designated as the SWO. The SWO shall:

(1) Serve as the senior officer responsible for the oversight and conduct of the watch organization within MSC Headquarters.

(2) Approve the watchbill submitted by the Watch Bill Coordinator (WBC) for all watchstanders in the Command Center.

(3) Serve as the senior member of the watch qualification board, or designate the Current Operations Officer if appropriate.

(4) Certify final qualification for all Staff Duty Officer (SDO) watchstanders upon recommendation by the Current Operations Officer.

b. Current Operations Officer (N31). The Current Operations Officer has overall responsibility relative to Command Center operations and ultimately the conduct of the watch. The Current Operations Officer shall:

(1) Be responsible for the proper performance of the Command Center watch and for the training and qualification process of all watchstanders (with the exception of the Duty Data Processor (DP)). This includes coordination with Selected Reserve (SELRES) watchstanders to ensure that SDOs and Joint Maritime Command Information System (JMCIS) operators receive required training and are continuously updated on any new equipment, procedures and/or requirements.

(2) Function as a member of the watch qualification board and if designated, act as the Senior Member in the absence of the SWO.

(3) Upon successful outcome of the qualification board and completion of all qualification requirements, make the recommendation for final qualification to the SWO.

(4) Review the watchbill submitted by the WBC and submit it to the SWO with recommendation for approval.

(5) Promulgate the daily night orders consisting of current instructions and items of interest for the SDO.

(6) Keep the Command Center aware of his whereabouts or in his absence, designate an acting Current Operations Officer.

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c. Command Center Watch Supervisor. The Command Center Watch Supervisor is designated by the Current Operations Officer and shall:

(1) Be responsible to the Current Operations Officer for the standardization and conduct of the watch in the Command Center. He will ensure that the day-to-day operations are consistent and monitor the performance of watchstanders, including the daily review of all SDO Log entries.

(2) Report any inconsistencies or lack of standard procedures to the Current Operations Officer and take corrective action immediately.

(3) Be responsible for the SDO training program. The Command Center Watch Supervisor is responsible for coordinating and scheduling training for active duty and SELRES watchstanders. He is also responsible for the overall development of the Command Center Training Curriculum used to train watchstanders.

(4) Recommend SDO watchstanders as board eligible for qualification to the Current Operations Officer.

(5) Serve as a member of the watch qualification board.

d. Watch Bill Coordinator (WBC). The WBC is designated by the Current Operations Officer and shall:

(1) Schedule and promulgate the SDO Watchbill. The WBC will solicit and receive input from active duty watchstanders for weekdays and assigned SELRES units (NR COMSC 106/206) for all weekend watches. The WBC will schedule new watchstanders under instruction (U/I) watches, preferably with an SDO from the Current Operations Department (N31). SELRES watchstanders are assigned U/I watches with a qualified SDO.

(2) Schedule and promulgate the Duty Enlisted Assistant (DEA) watchbill.

(3) Schedule and promulgate the JMCIS Operator watchbill.

(4) Schedule and promulgate the Duty Data Processor (DP)/Radioman (RM) Watchbill. The WBC will receive input from N6 for the Duty DP/RM watch.

(5) Ensure that only qualified watchstanders are assigned to the watchbill. The WBC will submit the monthly watchbill for approval to the SWO via the Current Operations Officer. The WBC will schedule new watchstanders U/I watches with a qualified SDO/DEA.

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(6) Maintain a copy of qualification letters for all watchstanders and maintain a list of current qualified personnel in the Command Center.

e. Command, Control, Communications and Computer Systems (C4S) Officer (N6)

(1) The Command, Control, Communications and Computer Systems Officer (N6) is responsible for the proper functioning of all electronic systems in the Command Center. To include the Message Delivery System (MDS), MARISAT Communications Systems, JMCIS Operations System, GCCS and MSC Local Area Network (LAN) equipment. N6 shall discharge these responsibilities through assignment of support assistants and shall ensure adequate ADP equipment and facilities are available and maintained in operating condition. Additionally, N6 is responsible for the proper training, instruction and qualification of assigned personnel, and for submission of the monthly Duty DP/RM Watchbill to the WBC for consolidation.

(2) The C4S Officer is also responsible for providing support personnel and materials sufficient to maintain proper operation of C4 equipment in the Command Center (e.g., copiers, printers, telephones, computers, etc.).

5. Watch Organization. The normal watch organization for MSC is based on peacetime conditions of readiness. Any increase in the condition of readiness may necessitate a change in the normal watch organization. In such cases, the watch would be augmented and structured in accordance with MSC Crisis Action procedures. The following watches will be maintained during normal peacetime conditions.

a. Staff Duty Officer

(1) Responsibilities. The SDO will ensure that all actions received on watch requiring response by COMSC Headquarters and the MSC Area Commanders are properly executed in a timely manner and that cognizant staff and program directorates are made aware of these items. Specifically, SDO responsibilities include: review of all incoming information (e.g., message traffic, telephone calls, electronic mail, fax messages and other correspondence) and evaluate its degree of urgency and level of importance. The SDO will ensure that the Current Operations Officer and key MSC personnel, as required, are kept informed of all pertinent information and that all procedures are followed in accordance with the watchstander Standard Operating Procedures (SOP). The SDO will maintain all information of events and items of interest, either gathered or disseminated, in an SDO Log. The SDO will assist in the preparation of the Commander's Daily Operations Brief by updating ship's schedule and operational information as it is received.

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(2) Command Relationships. The SDO will make reports as specified by the Standing Orders and/or modified by the Daily Night Orders. Reports will be made directly to the Current Operations Officer as the first point of contact who will in turn make reports to the Director of Operations and Plans (N3/5). During normal working hours, the SDO will make concurrent reports directly to the Assistant Deputy Commander for Operations and Readiness (N02), unless otherwise directed by the Current Operations Officer. After normal working hours, reports will be made directly to the Current Operations Officer as the first point of contact who will in turn make reports to the Director of Operations and Plans. The Director of Operations and Plans will ascertain whether or not additional reports are required. If the Current Operations Officer cannot be contacted, initial reports should be made directly to the Director of Operations and Plans. If the Director of Operations and Plans cannot be contacted, the SDO should make initial reports directly to the Assistant Deputy Commander for Operations and Readiness.

(3) Qualifications

(a) The SDO shall be an officer or Chief Petty Officer (E-7 through O-5) with a minimum of a SECRET security clearance.

(b) All SDOs shall complete the Command Center Training Curriculum in enclosure (1).

(c) All SDOs shall complete the SDO JQR, reference (b).

(d) All SDOs shall stand a minimum of two under instruction (U/I) watches. For non-warfare designated officers/CPOs a minimum of three U/I watches is required. More U/I watches may be required as determined by the Command Center Watch Supervisor.

(e) All SDOs will complete a qualification board conducted by N31 under guidance provided by the SWO.

b. JMCIS Operator

(1) Responsibilities. JMCIS Operators will stand watch daily during normal working hours. The JMCIS Operator shall obtain requested information and update data bases that are accessible in order to effectively support the SDO and the Command Center. The JMCIS Operator will also transmit/receive data from MSC Area Commands and provide the SDO with statistical data in text or graphic format as required. The JMCIS Operator will assist the SDO by monitoring news groups, including transmission of news group messages, within GCCS and other duties as assigned. The JMCIS

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Operator functions will be performed by N31 staff personnel during normal working hours and by MSC Naval Reservists during the weekends.

(2) Command Relationships. The JMCIS Operator reports directly to the SDO and supports all requirements within the Command Center.

(3) Qualifications. The JMCIS Operator shall have as a minimum a SECRET security clearance, have completed appropriate sections of the Command Center JQR, reference (b), and stood appropriate U/I watches under a qualified JMCIS operator.

c. Duty Enlisted Assistant

(1) Responsibilities. DEAs stand duty from 0700 to 0700 during the work week (Monday to Friday) and on weekends. The DEA shall typically perform routine security checks throughout the buildings, serve as an administrative assistant to the SDO, and perform any other duties as directed by the SDO to include driving government vehicles. Upon completion of assigned duties and tasks, the DEA may be secured by the SDO, but must remain on-call, ready to return to the Command, until 0700 the following day.

(2) Command Relationships. The DEA reports directly to the SDO.

(3) Qualifications. All MSC enlisted personnel (E3-E6) with a minimum of a SECRET security clearance who have completed the appropriate sections of the Command Center Watch JQR, reference (b).

d. Duty DP/RM

(1) Responsibilities. The Duty DP/RM shall ensure proper functioning of ADP equipment and software used in support of the Command Center, coordinate the functions of the MDS, provide uninterrupted ADP support to the command and the SDO in particular, keep the SDO advised of the status and potential problem areas related to ADP support, and send properly released outgoing message traffic.

(2) Command Relationships. The Duty DP is under the supervision of the Communications Officer and reports to the SDO for the conduct of his duties.

(3) Qualifications. The Duty DP shall be a military or civilian person highly experienced in both the operation of the MDS and LAN. A TOP SECRET security clearance is required.

6. Qualification Process. Every Command Center watchstander at MSC Headquarters will be required to be formally trained, qualified and certified prior to standing the

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Command Center watch. Qualification as a SDO is a three-step process. The first step is the training phase consisting of formal training and instruction, completion of Job Qualifications Requirements (JQR) and satisfactory performance of watchstanding under the instruction of a qualified watchstander. The second step is a demonstration of qualification by means of evaluation, either by written or oral examination. After satisfactory completion of phase two a prospective watchstander is recommended for qualification. The third step (final qualification) is complete after the prospective watchstander is properly certified. Proper certification consists of the SWO signing off on the candidate's Qualification Record Sheet and documentation entered in the candidate's training jacket/service record.

7. Exchange of Duty. Substitutions and modifications to the watchbill are permitted in order to accommodate emergent changes in personal schedules. However, all changes will be approved by the WBC.

Distribution:

COMSCINST 5000.19

List I (Case A, B, C, D)

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**COMMAND CENTER TRAINING CURRICULUM OUTLINE**

1. The following training topics/subject areas are considered the minimum required to be completed by all prospective SDO/JMCIS/DEA candidate in conjunction with the JQR prior to qualification and certification as a Command Center watchstander.

<b>Topic</b>	<b>Length</b>	<b>Watches</b>
<b>Organization</b> - USTC (MCC, TACC, JTMO) - AMC, MTMC - Command Brief	30 Minutes	ALL
<b>Communications</b> - FAX procedures - DSN - Overseas calls/procedures - E-Mail - Long distance - Voice mail - Phone transfers/hold	15-20 Minutes	SDO, JMCIS
<b>Message Screening/Handling</b> - Message review (what to look for) - Ship's positions - CASREPs/SITREPs - OTSR/Divert recommendations - Classified traffic, password, handling - O and Z notification procedures	20-30 Minutes	SDO
<b>MTF Editor</b> - Message preps/release authority - Message readdressals	1 Hour	ALL
<b>JMCIS</b> - Enter ship's positions - Print screens - Map printouts - Downloads - Weather inputs/storm tracks	2 Hours	SDO, JMCIS
<b>GCCS</b> - Newsgroups - Weather pictures (products) - Access/passwords - HELM - Downloads, print-outs - Homepage - Secure E-Mail	30 Minutes	SDO, JMCIS
<b>Emergency Reports</b> - OPREP-3, UNIT SITREPs - Death, grounding, collision, oil spills - EAM response (White Pinnacle, Express Freight)	20-30 Minutes	SDO



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Topic	Length	Watches
Operations Brief preparation <ul style="list-style-type: none"> <li>- Weather updates/port slides</li> <li>- Edit briefing slides</li> <li>- JMCIS position inputs/verifications</li> <li>- Slide directory save/print-outs</li> <li>- Paper copies</li> <li>- Briefing theater preps</li> <li>- VTC</li> </ul>	10-20 Minutes	SDO, JMCIS
SDO Watch procedures <ul style="list-style-type: none"> <li>- Reports, command relationships</li> <li>- SDO Notebook</li> <li>- Standing Orders</li> <li>- Night Orders</li> <li>- Phone listings/locator</li> <li>- Checklists</li> <li>- Passdown, relieving procedures</li> </ul>	30-45 Minutes	SDO

2. The above training subjects/topics are not all inclusive. They only represent the minimum level of knowledge required to adequately stand the watch.

3. Additional training topics are:

Topic	To include:	
MSC Organization	<ul style="list-style-type: none"> <li>- Programs</li> <li>- Functions</li> <li>- Area command</li> <li>- MSC offices</li> <li>- MSC 106/206</li> </ul>	<ul style="list-style-type: none"> <li>- OPCON</li> <li>- ADCON</li> <li>- MPSRONS</li> <li>- Admin/Operational chains</li> <li>- POCs</li> </ul>
Joint/Service Organizations	<ul style="list-style-type: none"> <li>- CINCs</li> <li>- NCC</li> </ul>	<ul style="list-style-type: none"> <li>- NMCC</li> <li>- NCA</li> </ul>
Communications	<ul style="list-style-type: none"> <li>- INMARSAT</li> <li>- Cellular</li> <li>- Secure (STU) procedures</li> </ul>	<ul style="list-style-type: none"> <li>- LAN</li> <li>- Locator</li> <li>- Time Zones</li> </ul>
Message Screening/Handling	<ul style="list-style-type: none"> <li>- SAILORDs</li> <li>- OPREP-5 Feeders</li> <li>- SORTS</li> <li>- Command center security</li> </ul>	<ul style="list-style-type: none"> <li>- Classification/Downgrade</li> <li>- Destruction/safeguards</li> <li>- Clearance, need to know</li> </ul>

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Topic	To include:
Emergency Procedures	<ul style="list-style-type: none"> <li>- Bomb threats</li> <li>- Fire, flooding</li> <li>- Loss of power</li> <li>- Emergency generator/batteries</li> <li>- Threatcons/Alertcons</li> <li>- Hurricane conditions of readiness</li> </ul>
Building security	<ul style="list-style-type: none"> <li>- Physical security</li> <li>- OPSEC</li> <li>- Guard check-in</li> <li>- Safe checks</li> </ul>
Operations brief preparations	<ul style="list-style-type: none"> <li>- Material</li> <li>- Incidents</li> <li>- Intelligence</li> </ul>
Definitions/Misc.	<ul style="list-style-type: none"> <li>- PREPO</li> <li>- Exercises (CPX, FTX)</li> <li>- RO/RO</li> <li>- TPFDD</li> <li>- BB</li> <li>- ROS</li> <li>- LASH</li> <li>- MARAD</li> <li>- Off-hire/On-hire</li> <li>- Deliver/redeliver</li> <li>- Charter (time, spot)</li> <li>- Tanker</li> <li>- RRS</li> <li>- Liner service</li> <li>- APF (MPS, AWR)</li> <li>- Deployment/redeployment</li> <li>- Deliberate planning</li> <li>- Geography, common ports</li> <li>- Containers</li> <li>- JMCg/sealift requirements</li> </ul>